

RECORDS MANAGEMENT WORKSHOPS

Title	Date Held	Attendance			Others	
		DDS & DCI	DDI	DDP		
Subject Numeric Filing* (9 Workshops)	Oct-Dec '59	38	38	50		
	May '60	40	44	104		
	Jan '61	32	46	49	2 State	
					2 Archives	
		110	128	203	4	Total 445
Shelf Filing (6 Workshops)	Apr '61	55	36	42	5 Archives	
						Total 138
Records Center (8 Workshops)	Sep '61 thru Feb '62	77	127	40	89 Interim Assign- ment Pool	
						Total 333
Forms Improvement (2 Workshops)	Oct '61	26	5	26		
						Total 57
Vital Records** (3 Workshops)	May '62	38	29	30		
						Total 97

Preparations are underway for workshops in:  
 Records Disposition  
 Forms Improvement, and  
 Mail Management

\* Subject-Numeric Filing is currently taught by Office of Training as part of the Orientation Program for the Interim Assignment Group.

Preparation of correspondence and basic correspondence procedures is also a part of the Office of Training Orientation Program for the Interim Assignment Group.

\*\* Requests for two additional workshops have been received. These will be scheduled for special groups.